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HAZARDOUS MATERIALS RESPONSE PLAN

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PREPARED BY:

DISASTER AND EMERGENCY SERVICES DIVISION

DEPARTMENT OF MILITARY AFFAIRS

IN COOPERATION WITH:

DEPARTMENT OF HEALTH AND ENVIRONMENTAL
SCIENCES

JUNE 1981

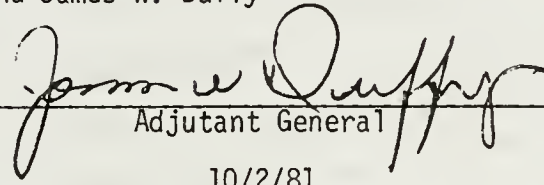


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MONTANA STATE HAZARDOUS MATERIALS
RESPONSE PLAN

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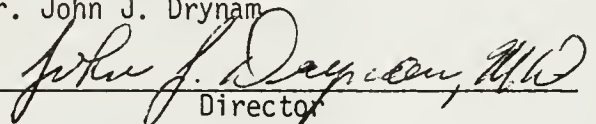

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Sciences

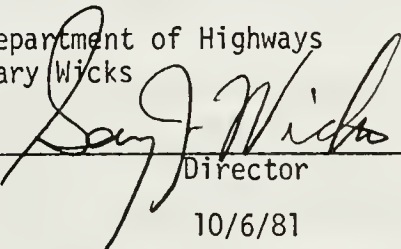
Dr. John J. Drynam


Director

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Date

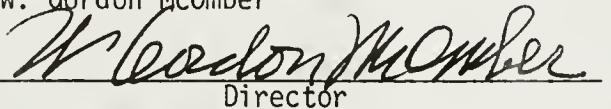
Department of Highways
Gary Wicks


Director

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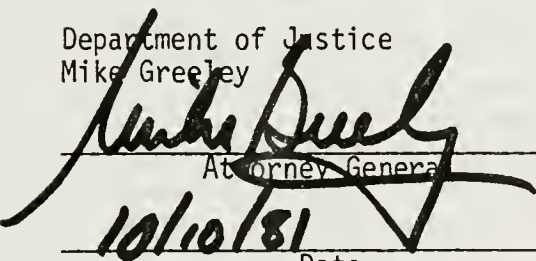
Department of Agriculture
W. Gordon McOmber


Director

10/11/81

Date

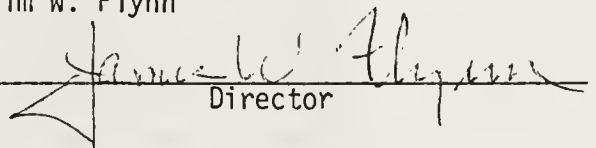
Department of Justice
Mike Greeley


Attorney General

10/10/81

Date

Department of Fish, Wildlife and Parks
Jim W. Flynn


Director

10/8/81

Date

INTRODUCTION

While the existence of a hazardous materials problem seems indisputable to those people and organizations involved in emergency response, the magnitude of the problem has really become apparent nation-wide in the last several years. A casual review of the newspapers or the TV evening news on any given day, will confirm that a serious incident has happened or was barely averted somewhere in the United States. Many, if not most, populated areas in the United States are susceptible to an increased threat from the production or transportation of hazardous materials. The evacuation of over 250,000 people from Mississauga, Ontario, in November of 1979, as a result of a train derailment involving several hazardous materials, is one example on a larger scale of situations which could easily occur in many Montana communities. Both rural and metropolitan areas are vulnerable since most have railroads and highways. It is safe to assume that the increased production, storage and transportation will increase the probability of hazardous materials incidents occurring in the future.

The primary reason a State Hazardous Materials Response Plan is necessary, is to ensure that members of State departments which become involved, have written guidance which clearly identifies not only what each department is responsible for, but how their department resources are coordinated and integrated into the larger State response. While departments identified in this Plan have legislative and regulatory authority over specific aspects of hazardous materials response, only the Division of Disaster and Emergency Services has a legislative mandate, through MCA 10-3-105, to plan for the coordination of overall State response to these incidents. This Plan fulfills that mandate, and should reduce the unknown in anticipated problem situations and provide general guidelines for personnel to react flexibly, correctly and promptly when disaster strikes. Planning reduces the tendency to act impulsively in a crisis situation where hasty or incorrect actions may actually make it worse.

C. L. Gilbertson
Administrator
Montana Disaster and Emergency Services

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MONTANA HAZARDOUS MATERIALS RESPONSE PLAN

DISTRIBUTION LIST

Governor (2)

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Department of Military Affairs (1)

Department of Health and Environmental Sciences (1)

Department of Justice (1)

Department of Agriculture (1)

Department of Highways (1)

Department of Fish, Wildlife and Parks (1)

Incident Coordinating Officer (above departments) (2)

Disaster and Emergency Services:

Emergency Management Field Specialists (4)

Federal Emergency Management Agency-Region Eight-Regional Director (2)

Environmental Protection Agency-Region Eight-Regional Administrator (1)

Department of Transportation-Region Eight-Regional Administrator (1)

Montana State Library (4)

ACRONYMS AND DEFINITIONS

ACRONYMS

DES: Disaster and Emergency Services, Division of the Department of Military Affairs.

EOC: State Emergency Operating Center.

ICO: Incident Coordinating Officer.

OSC: On-Scene Coordinator.

PIO: Public Information Officer.

SRT: State Response Team.

DEFINITIONS

CONTROL AGENCY: The State department directed by DES to coordinate State response to a hazardous material incident.

DAMAGE ASSESSMENT: An evaluation of the effects from the loss of containment of a hazardous material.

EMERGENCY OPERATING CENTER: A control point from which all State response will be coordinated.

HAZARDOUS MATERIAL: Any substance that is corrosive, explosive, flammable (combustible), radioactive, toxic, packaged in a container considered to be dangerous, is a biologic irritant, a pathogenic agent, or harmful or injurious in any way to humans, animals, economic crops, structures, environment, highways, related improvements, or other public or private property.

HAZARDOUS MATERIAL INCIDENT: A situation resulting in the loss or potential loss of control of one or more hazardous materials.

INCIDENT COORDINATING OFFICER: Each State department's coordinating officer for a hazardous materials incident.

LOCAL OFFICIALS: Those city or county elected officers and/or their designated representatives, i.e., sheriff, police or fire personnel.

ON-SCENE COORDINATOR: The person designated by the Control Agency as the single individual responsible for committing and coordinating State resources at the scene of a hazardous materials incident.

PRIVATE PARTY: Those individuals that are involved in the hazardous materials incident who are not government officials.

PUBLIC INFORMATION CENTER: A central location from which originates all State news releases and public communications concerning the hazardous materials incident.

RESPONSIBLE PARTY: The manufacturer, shipper, transporter or other individuals responsible for maintaining control of the hazardous material and responsible for containment, clean up, and disposal when that control is lost.

STATE DEPARTMENT: Any one of the State departments listed in this Plan.

STATE RESOURCES: Equipment and personnel under direct control of the State of Montana available during a hazardous materials incident.

STATE RESPONSE: Any involvement by State of Montana personnel in a hazardous materials incident. Ranging from advisory status to physical on-scene response.

STATE RESPONSE TEAM: Those State personnel dispatched to the scene of the incident.

SUPPORT DEPARTMENT(S): Those State departments with resources committed to and under the direction of the Control Agency in a hazardous materials incident.

ORGANIZATION

ORGANIZATION

Because of the nature of disasters in general, and hazardous materials incidents in particular, it is imperative that any State response be coordinated to achieve an effective and efficient utilization of resources. There are three levels of coordination which must be maintained depending on the severity or magnitude of the situation.

The Disaster and Emergency Services (DES), Division of the Department of Military Affairs, is responsible for the coordination and direction of all disaster response and recovery activities of State agencies. In situations where local and State resources are clearly inadequate, and federal assistance is required, or when local and State resources are adequate, but the nature of the incident involves State agencies in other aspects of disaster response such as mass feeding or temporary sheltering, the DES will maintain over-all coordination and control.

In situations where State and local resources are adequate and the incident only involves direct hazardous materials response, the responsibility for coordination of State response will be delegated to the State department and/or division with the most applicable expertise or resources. This department or division, will be the "Control Agency". Once a Control Agency has been designated, they will be responsible for coordination of all State department assistance.

If the situation requires the on-scene presence of State personnel, the Control Agency will designate an On-Scene Coordinator (OSC), who will be responsible for the direction and control of all State personnel at the scene. The OSC will function as the contact point for coordination with local and federal government agencies involved in responding to the hazardous materials incident.

Each department should be aware that cost of their resources which are committed by the OSC, and are necessary for control of incident may be reimbursed, but might have to be assumed by that department as a basic responsibility of State response.

DUTIES AND RESPONSIBILITIES

DISASTER AND EMERGENCY SERVICES

The DES responsibility in hazardous materials incidents is to ensure that State resources are provided in an efficient and effective manner when response to hazardous materials incidents exceed local government resources or capabilities. To fulfill this responsibility, DES maintains a 24-hour telephone paging capability. This phone number provides one central point for hazardous materials incident reporting, and allows DES to determine early in the incident what responsibilities should be retained by DES or delegated to other departments for response activities.

When DES receives a call reporting a hazardous materials incident, the following actions shall be taken:

- A. Record as much information as possible using the Hazardous Materials Incident Report Forms (Annex A).
- B. Determine the severity or magnitude of the incident. Incidents shall fall into one of four categories. These categories and the following appropriate responses are outlined below:
 - 1. The situation presents no threat to life, property or the environment, and there appears to be no loss of control of the hazardous material.
 - a. Situations in Item 1, should be turned over to the department with appropriate responsibility and resources. No further action need be taken.
 - 2. The situation indicates a loss of control of the hazardous material, but poses minimal potential damage to property or the environment, and none to lives.
 - a. In situations in Item 2, a Control Agency shall be designated and notified.

- b. Support departments shall be immediately notified and made aware of the designation of the Control Agency and its responsibilities.
 - c. No further action is required except to periodically monitor the situation through the Control Agency.
- 3. Loss of life, damage to property or the environment has occurred as a result of loss of control of hazardous material, but damage is confined to immediate incident scene and those involved.
 - a. Situations in Item 3, shall be treated as in Item 2, but require closer communication between Control Agency and DES to monitor changes in the situation.
 - b. Consideration shall be given to activating the State EOC.
- 4. Loss of life, damage to property or the environment has occurred or threatens to occur as a result of loss of control of the hazardous material; significant threat is posed to the health or safety of more than people involved in the accident or responding to the incident.
 - a. Situations in Item 4, DES shall retain responsibility for coordination and control, and follow procedures outlined under "Control Agency", page 3-3.
 - b. State EOC should be activated.

CONTROL AGENCY

Any department identified in this Plan may be designated as the Control Agency. Upon designation by DES as the Control Agency, the following action shall be taken by that department:

- A. Notify the pre-designated Incident Coordinating Officer (ICO), and delegate the appropriate responsibility.
- B. The ICO shall take the following actions:
 - 1. Fully investigate and substantiate the hazardous material report to determine pertinent information such as the threat posed to public health and welfare, the type and quantity of material involved, etc.
 - 2. Make a determination based on available information sources whether the hazardous material incident is being adequately handled at the local level. An incident is being properly handled when:
 - a. The responsible party(s) response and cleanup actions are fully sufficient to mitigate the damage to public health, safety or welfare, and no State resources or personnel commitments are necessary; and
 - b. The responsible party(s) cleanup and disposal efforts are in accordance with applicable State and/or Federal regulations and guidelines.
 - 3. Determine whether the severity or magnitude of the incident requires State assistance and determine the course of action to be followed. The preliminary investigation will show that the incident will fall into one of several classes. These classes and the appropriate response to each are outlined as follows:

- a. If there is no threat to public health, safety, welfare or environment, the incident should be closed.
- b. If the incident is being adequately responded to by either local officials or the responsible party, the cleanup and removal operations should be monitored by the ICO to ensure proper actions are continued.
- c. If the incident is being improperly responded to by local officials and/or the responsible party, the following actions shall be taken:
 - (1) Notify local officials or responsible party of actions which should be taken to prevent additional impact on the public welfare or the environment.
 - (2) If local officials or the responsible party fails to follow the suggested action, ensure that they are fully aware of their responsibility and/or liability under applicable State or Federal statutes.
 - (3) If local officials or the responsible party refuses or is unable to follow the appropriate actions implement Steps d and/or e.
- d. If the incident is being improperly handled or an incident has occurred which exceeds the resources of local government or the responsible party, the following actions shall be taken:
 - (1) Notify support departments and specify what resources are required and how necessary personnel will be mobilized.
 - (2) Designate an On-Scene Coordinator (OSC).

- (3) Determine which agencies should be involved and request departments notify their respective specialists and assign them to SRT.
 - (4) Hold briefings for involved State Response Team (SRT) personnel prior to dispatch to the scene.
 - (5) Dispatch SRT to initiate actions in Phase II, III and IV, pages 4-2 through Page 4-4.
 - (6) Notify and keep DES informed whenever SRT is dispatched.
- e. If a hazardous material incident has occurred which poses a serious threat to public health, safety, welfare or the environment, implement operations described in Phases II, III, IV and V, pages 4-2 through 4-5, and take the following actions:
 - (1) Immediately notify DES and if necessary revert overall control of State response coordination to that agency.
 - (2) Notify appropriate federal agencies of the situation.
 - (3) Ensure that all State departments clear news and/or information releases or statements through the Control Agency Public Information Officer (PIO), except for emergency releases to save lives or property.
- 4. Re-evaluate periodic situation reports from OSC.
- C. Submit Post-Incident Reports to DES.

ON-SCENE COORDINATOR

When a hazardous materials incident is determined by the Control Agency to warrant the designation and dispatch of an OSC and/or SRT, the following sequential actions shall be taken:

- A. Contact appropriate ICO's and/or members of SRT, and ensure that their resources and/or personnel will be mobilized at the scene of the incident.
- B. Determine the most appropriate type of transportation required, and take necessary steps to obtain same, i.e., state response vehicle, state airplane, charter airplane, etc. Depart post-haste.
- C. Upon arrival at the scene of the incident, the following actions should be taken in this sequence:
 1. Contact local officials and/or responsible party(s), and explain the reason for your presence, how you may assist, your responsibilities under appropriate statutes, etc. Take those actions which will result in the coordination of State resources with local, private or federal assistance.
 2. Contact all State personnel on scene and ensure that they understand the role of the OSC, and will respond appropriately.
 3. Contact the Control Agency and provide them with a preliminary situation report, and identify a means and procedure for continued reporting and receiving information.
 4. Implement actions described in Phases II, III, and IV as applicable, page 4-2 through page 4-4.

5. Submit at least daily, a verbal situation report to the Control Agency.
 6. Request and specify additional State resources necessary through the Control Agency.
 7. Request through the Control Agency assignment of personnel necessary for the establishment and staffing of an on-scene news and public information center.
 8. Obtain written Right-of-Entry Agreements and Indemnification of Liability releases, either through local officials or private landowners before use of State equipment on private property in all but extreme emergency situations (Annex C).
 9. When appropriate, initiate demobilization of OSC and/or SRT.
- D. Prepare Post-Incident Reports identified in Phase V, page 4-5, using format found in Annex E and Annex F.

RESPONSE PHASES

RESPONSE PHASES

OPERATIONAL - RESPONSE PHASES

Operation and response activities in hazardous materials incidents can be categorized into five relatively distinct phases. Each specific incident will require that knowledge, judgment and discretion is used since not all recommended actions are necessary, adequate or applicable in each case.

In cases where a State employee arrives at the scene of a hazardous materials incident, he should function as temporary OSC, and ensure that Phase II actions are implemented immediately. Notification of DES should occur as soon as the situation permits.

PHASE I - DISCOVERY AND NOTIFICATION

Awareness that a hazardous materials incident is threatening or has occurred may come to DES from a number of sources such as:

- A. Reported by local government officials.
- B. Reported directly by emergency response personnel such as fire, police, sheriff departments, highway patrol, etc.
- C. Reported by another State department.
- D. Reported by the manufacturer, shipper or transporter.
- E. Reported by the general public.
- F. Reported by the news media.

Regardless of the source of the notification to DES, they are responsible for verification and ensuring overall coordination of State response. Upon notification that an incident is threatening or has occurred, the following actions shall be taken:

- A. Obtain maximum preliminary information from the party making the report, utilizing the standard report forms (Annex A).

- B. If report is second hand, contact individual making initial report and confirm the facts of the situation and obtain additional or new information.
- C. Alert the primary or alternate contact person in the appropriate State department(s) and provide basic information on the situation, and identify the designated Control Agency.

PHASE II - EVALUATION AND INITIATION OF ACTION

The first State employee responding to the scene of a hazardous material incident, should ensure that initial response actions are or have been implemented. The following initial response actions shall be taken:

- A. Assess the incident. Make a preliminary damage assessment to determine and identify the severity and magnitude of the hazardous material, and the potential effect on public welfare and the environment.
- B. Restrict the area of incident. Keep the public as far as possible from the incident scene and any associated debris. Keep upwind of the incident, especially when fire is present. The area downwind of a fire if smoke and fly ash are involved should be cleared of people, even if these are residents of homes.
- C. Perform life saving rescues and emergency first aid: Protect yourself and remove injured persons as far away from the incident scene as practical. If medical attention is indicated, assist in arrangements for medical care, and warn medical personnel of potential contamination dangers.
- D. If there is a fire or danger of fire: Summon assistance from the nearest fire department. Firemen should be cautioned that hazardous materials are involved.

- E. Minimize contact with the hazardous materials: If work connected with rescue or firefighting must be done in the incident area, handle the debris resulting from an incident with mechanical means, or wear respiratory equipment and/or protective clothing to avoid direct contact with hazardous material. Make a thorough initial inspection of the scene, but avoid direct contact with the hazardous material. Clothing and tools used at the scene should remain until they have been checked for contamination under the direction of the OSC, and either decontaminated or disposed of using proper procedures.
- F. Identify potentially contaminated individuals: Record names, addresses and phone numbers from those individuals who may have become contaminated and cannot be persuaded to stay at the incident scene.
- G. Prohibit eating, drinking or smoking in the incident area.

PHASE III - CONTAINMENT AND COUNTERMEASURES

Initial actions necessary to protect either the public's health, safety and welfare; wildlife; and the environment should have been implemented in Phase II. Additional actions may be necessary to contain or counteract the hazardous material. These actions should include:

- A. Conduct a detailed on-site damage assessment and transmit information to the Control Agency.
- B. Define area of contamination and concentration of contaminant by collecting environmental samples, utilizing proper chain of custody procedures (see Annex D).
- C. Identify short and long term effects of containment and countermeasure options.
- D. Provide information and guidance to local officials and/or private party(s) on further actions to be taken to protect persons, property or environment.

- E. Evaluate effectiveness of local containment and countermeasures, and if ineffective, implement appropriate actions by committing available State resources and requesting additional support.

PHASE IV - CLEANUP, MITIGATION AND DISPOSAL

Once the hazardous material incident area is secure, and no further containment or countermeasures are necessary, actions will be taken to recover and dispose of the hazardous material from the affected areas. Any hazardous or contaminated material recovered in cleanup operations shall be properly disposed of in accordance with all Federal, State or local rules and regulations. These cleanup and disposal actions may include:

- A. Provide information and guidance to local officials and/or private party(s) on the availability or use of absorbents, skimmers, vacuum dredges, or other collection devices or techniques.
- B. Provide information on mitigation measures such as methods or mechanisms to dissolve, neutralize, disperse, etc., the hazardous material.
- C. Provide information and guidance on disposal methods which comply with applicable rules and regulations.
- D. Monitor cleanup, mitigation, and disposal efforts and require compliance with appropriate rules and regulations.
- E. If local or private cleanup and disposal is inadequate, initiate actions to accomplish the task.
- F. Recommend decontamination or disposal measures for equipment utilized in cleanup or disposal operations.
- G. Collect and analyze environmental samples to determine effectiveness of cleanup, mitigation, and disposal actions.

PHASE V - DOCUMENTATION AND REPORTING

Documentation by all State departments of costs incurred in hazardous materials incident operations is necessary for potential cost recovery and litigation purposes. Reports on operational activities are required to evaluate effectiveness of policies, plans and procedures for improvement purposes. Actions to be initiated in this phase include:

- A. Conduct when possible, an on-scene post-incident critique with all involved personnel.
- B. Submit a written report to the Control Agency within thirty (30) days of termination of operations, using format found in Annex E.
- C. Prepare a summary of all department response costs (see Annex F).
- D. Participate in DES post-incident critiques.

SPECIFIC RESPONSIBILITIES AND AUTHORITIES

DISASTER AND EMERGENCY SERVICES

Specific responsibilities of the Division of Disaster and Emergency Services are as follows:

- A. Ensure that overall coordination of the State's hazardous materials response is effective and efficient through preparedness activities. (MCA 10-3-105 (2)).
 - 1. Prepare, publish, update annually and distribute the State Hazardous Material Response Plan.
 - 2. Conduct periodic Hazardous Material Awareness Courses for State personnel or private and public organizations (MCA 10-3-105-4 (k)).
 - 3. Ensure that department directors affected by this Plan are fully aware of their responsibilities and are prepared to fulfill them.
 - 4. Conduct at least annually, a training exercise for all State department personnel identified as an ICO or alternate.
- B. Through the 24-hour answering service, provide one central contact point for people reporting hazardous material incidents.
- C. Determine which department will fulfill the role of Control Agency for response activities.
- D. Pre-designate an individual as the ICO and as an alternate.
- E. Pre-designate and train personnel to function as an OSC and to participate on the SRT.
- F. Notify local DES coordinators and the appropriate district Emergency Management Field Specialist of the incident.

- G. Obtain timely National Oceanic and Atmospheric Administration predictions of Meteorological and hydrologic conditions for an incident area.
- H. Activate State Emergency Operating Center when warranted.
- I. Notify the Federal Emergency Management Agency when potential or actual major disaster situations exist.
- J. Prepare for the Governor, State disaster declarations for use of State Disaster Fund (MCA 10-3-105-4 (n)).
- K. If conditions warrant, prepare the Governor's request for a Presidential emergency or major disaster declaration.
- L. Provide secure storage facilities for the State's "Emergency Response Vehicle" at the National Guard Armory Building in Helena.
- M. Evaluate post-incident reports submitted by the Control Agency and conduct operational critiques when warranted.

DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES

Specific responsibilities of the Department of Health and Environmental Sciences are as follows:

- A. Pre-designate an individual as the ICO and as an alternate.
- B. Pre-designate and train personnel to function as an OSC and to participate on the SRT.
- C. Participate in hazardous material response training and awareness programs for State, local and private parties.
- D. Equip and maintain an emergency response vehicle.
- E. Provide advice to local officials on the degree of hazard posed to the general public's health and safety, and require them to take actions which will mitigate this hazard.
- F. Provide advice, guidance and assistance regarding hazards to persons involved in cleanup and removal of hazardous material and the precautions necessary to prevent hazards to their health and safety.
- G. Provide personnel, equipment and material as needed.
- H. Ensure that spill related wastes are disposed of by using proper waste management procedures.
- I. Notify the Environmental Protection Agency through the department's pre-designated Regional Response Team member, and request their assistance.
- J. Provide information to local government and/or private party(s) on how to contact and arrange for assistance by private hazardous materials cleanup companies.
- K. Conduct and/or participate in post-incident critiques.

- L. Assist in the periodic revision of this Plan.
- M. Provide damage and/or impact assessment to jurisdictions which may receive a secondary impact, i.e., water pollution eventually affecting a potable supply downstream from an incident.
- N. Provide laboratory facilities for sample analysis.
- O. Prevent distribution of contaminated products or use of contaminated facilities by the public (MCA 50-31-509 and 50-31-510).
- P. Issue cleanup orders to parties responsible for hazardous material affecting State waters (MCA 75-5601).
- Q. Upon finding that a generalized condition of air pollution exists, creating an emergency situation, issue orders for immediate reduction or cessation of emissions (MCA 75-2-402 (1)).
- R. Notify neighboring states when an incident threatens or affects them.

DEPARTMENT OF JUSTICE

Specific responsibilities of the Department of Justice are as follows:

- A. Pre-designate an individual as the ICO and as an alternate.
- B. Pre-designate and train personnel to function as an OSC and to participate on the SRT.
- C. Conduct training programs for appropriate personnel on notification and response procedures.
- D. Provide personnel, equipment and materials as needed.
- E. In conjunction with local law enforcement personnel, direct vehicular or pedestrian access to or from incident site (MCA 61-8-105).
- F. Provide laboratory facilities for sample analysis.
- G. Provide technical assistance regarding fire hazard properties of flammable liquids, gases and volatile solids (MCA 50-3-102).
- H. Provide timely legal advice on questions arising from State response.
- I. Conduct and/or participate in training programs for local government fire departments.
- J. Provide information on resources and capabilities of fire control agencies which can provide assistance.
- K. Conduct and/or participate in post-incident critiques.

DEPARTMENT OF HIGHWAYS

Specific responsibilities of the Department of Highways are as follows:

- A. Pre-designate an individual as the ICO and as an alternate.
- B. Pre-designate and train personnel to function as an OSC and to participate on the SRT.
- C. Conduct training programs for appropriate personnel on notification and response procedures.
- D. Order temporary closures of highways when a hazardous material incident has created conditions threatening safe use of a highway (MCA 6-2-201 (1) and 203).
- E. Require use of alternate routes until the conditions causing the hazardous materials incident are eliminated (MCA 60-1-102 (1)).
- F. Provide personnel, equipment and materials as needed.
- G. Contact the Department of Transportation when their assistance is necessary for assistance.
- H. Conduct and/or participate in post-incident critiques.
- I. Assist in the periodic revision of this Plan.

DEPARTMENT OF AGRICULTURE

Specific responsibilities of the Department of Agriculture are as follows:

- A. Pre-designate an individual as the ICO and as an alternate.
- B. Pre-designate and train personnel to function as an OSC and to participate on the SRT.
- C. Provide advice, guidance and assistance regarding hazards of agricultural chemicals or pesticides.
- D. Provide advice, guidance and assistance regarding hazardous substances in animal feed.
- E. Provide laboratory facilities for sample analysis.
- F. Provide personnel, equipment and materials as needed.
- G. Conduct and/or participate in post-incident critiques.

DEPARTMENT OF FISH, WILDLIFE AND PARKS

Specific responsibilities of the Department of Fish, Wildlife and Parks are as follows:

- A. Pre-designate an individual as the ICO and as an alternate.
- B. Pre-designate and train personnel to function as an OSC and to participate on the SRT.
- C. Provide technical advice, guidance and assistance regarding hazards to fish and wildlife.
- D. Provide personnel, equipment and materials as needed.
- E. Conduct and/or participate in post-incident critiques.

ANNEXES

INITIAL REPORT FOR A
HAZARDOUS MATERIAL INCIDENT

ANNEX A

Hour _____ a.m.
_____ p.m. Date _____

Name of Person Calling _____

Representing _____

Address _____

Telephone Number (or Other Means of Immediate Contact) _____

Location of Incident: _____

When did the incident occur? Date _____ Time _____ a.m.
_____ p.m.

Hazardous Material Name (Common Name, Trade Name, Manufacturer, etc.) or
Best Description _____

Detailed Description of Incident

a. What happened? What actions have been initiated to contain or cleanup?

Contacts

Individuals who can be contacted for further information

Sheriff: _____ Telephone: _____

Police: _____ Telephone: _____

Fire Dept.: _____ Telephone: _____

Civil Defense: _____ Telephone: _____

Carrier/Responsible: _____ Telephone: _____

Other: _____

Are people, property or the environment threatened by the hazardous
material? _____

COMMENTS: _____

Person taking this report: _____

DETAILED REPORT FOR A
HAZARDOUS MATERIAL INCIDENTHour _____ a.m. _____ Date _____
p.m.

Name of Person Calling _____

Representing _____

Address _____

Telephone Number (or Other Means of Immediate Contact) _____

Location of Incident _____

When did the incident occur? Date _____ Time _____ a.m.
p.m.Hazardous Material Name (Common Name, Trade Number, Manufacturer, etc.)
or Best Description

Responsible Party: _____

If Transportation Accident: Name of Carrier _____

Truck Number _____ Trailer Number _____

Name, Address and Telephone of Shipper _____

Name, Address and Telephone of Consignee _____

Detailed Description of Incident

a. What happened? Was a fire or an explosion involved? _____

b. Has loss of containment occurred? _____

If leaking, at what rate? _____

c. Persons injured or threatened (if any). Type? Number? _____

d. Status of injured persons _____

e. Emergency Response Crews on scene (Fire Dept., Police, Local DES,
etc.) _____

f. Current status of incident scene (evacuated, roped off, traffic
barricaded or flowing, etc.) _____

g. Has clean up of hazardous material been started? (If so, what method?) _____

h. What environmental resources are threatened (e.g., groundwater,
surface water, fish and game habitat, etc.)? _____

i. Other resources threatened _____

Detailed Description of Hazardous Material

- a. Chemical Name, Radioactive Material, etc. _____

- b. Manufacturer and trade name _____

- c. Quantity, activity, etc. _____
- d. Chemical form: Solid _____ Liquid _____ Gas _____
- e. Other _____

Contacts

Individuals who can be contacted for further information:

Sheriff: _____ Telephone: _____

Police: _____ Telephone: _____

Fire Dept.: _____ Telephone: _____

DES Office: _____ Telephone: _____

Carrier: _____ Telephone: _____

Other: _____

STATE OR FEDERAL PERSONNEL/PRIVATE PARTIES
NOTIFIED OR CONTACTED

NAME	REPRESENTING	TELEPHONE NUMBER	TIME NOTIFIED

ACTIONS TAKEN/COMMENTS: (i.e., designation of a Control Agency, OSC, etc.)

DISASTER AND EMERGENCY SERVICES DIVISION
DEPARTMENT OF MILITARY AFFAIRS
1100 North Main
Helena, Montana 59601

24 - Hour Point of Contact - Phone: 449-3034

HELENA OFFICE

ICO

C. L. Gilbertson
Administrator
Work Phone: 449-3034
Home Phone: 442-5580

ALTERNATE

George M. DeWolf
Emergency Management Supervisor
Work Phone: 449-3034
Home Phone: 443-2839

FIELD OFFICES

MISSOULA

William Thomas
Emergency Management Field
Specialist
Missoula County Courthouse
Missoula, Montana 59801
Work Phone: 721-5700, Ext. 461
State Line: 125-4152
Home Phone: 251-3984

GREAT FALLS

Charles McCombs
Emergency Management Field
Specialist
Cascade County Bldg., Room 248
1601 2nd. Avenue North
Great Falls, Montana 59401
Work Phone: 761-7600, Ext. 246
State Line: 124-32
Home Phone: 467-2808

BILLINGS

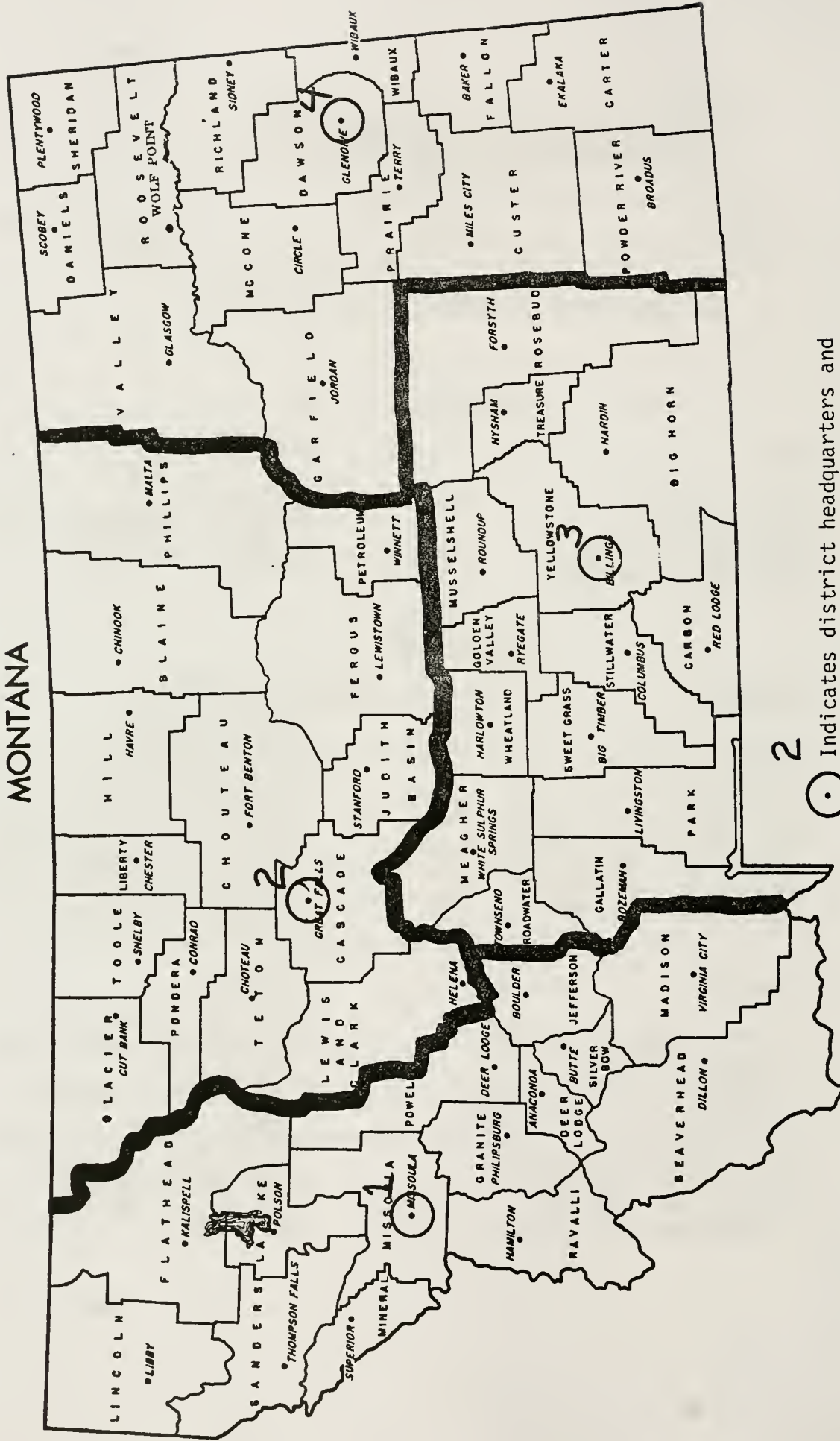
Joseph Hickey
Emergency Management Field
Specialist
Yellowstone County Courthouse
Room 402
Billings, Montana 59101
Work Phone: 252-5619
State Line: 122-2231
Home Phone: 656-1388

GLENDIVE

Norman R. Parrent
Emergency Management Field
Specialist
Custer County Courthouse
Annex
Miles City, Montana 59301
Work Phone: 232-2884
State Line: 133-217
Home Phone: 232-2369

DEPARTMENT OF MILITARY AFFAIRS
DISASTER AND EMERGENCY SERVICES DIVISION

MONTANA



DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES
Cogswell Building
Capitol Station
Helena, Montana 59620

24-Hour Point of Contact - Phone: 442-6320

HELENA OFFICE

ICO

Richard J. Pedersen
Environmental Specialist
Work Phone: 449-2406
Home Phone: 475-3467

ALTERNATE

Drew Dawson
EMS Bureau Chief
Work Phone: 449-3895
24 - Hours: 225-3323
Sheriff's Office
(Home Phone)

FIELD OFFICES

BILLINGS DIVISION

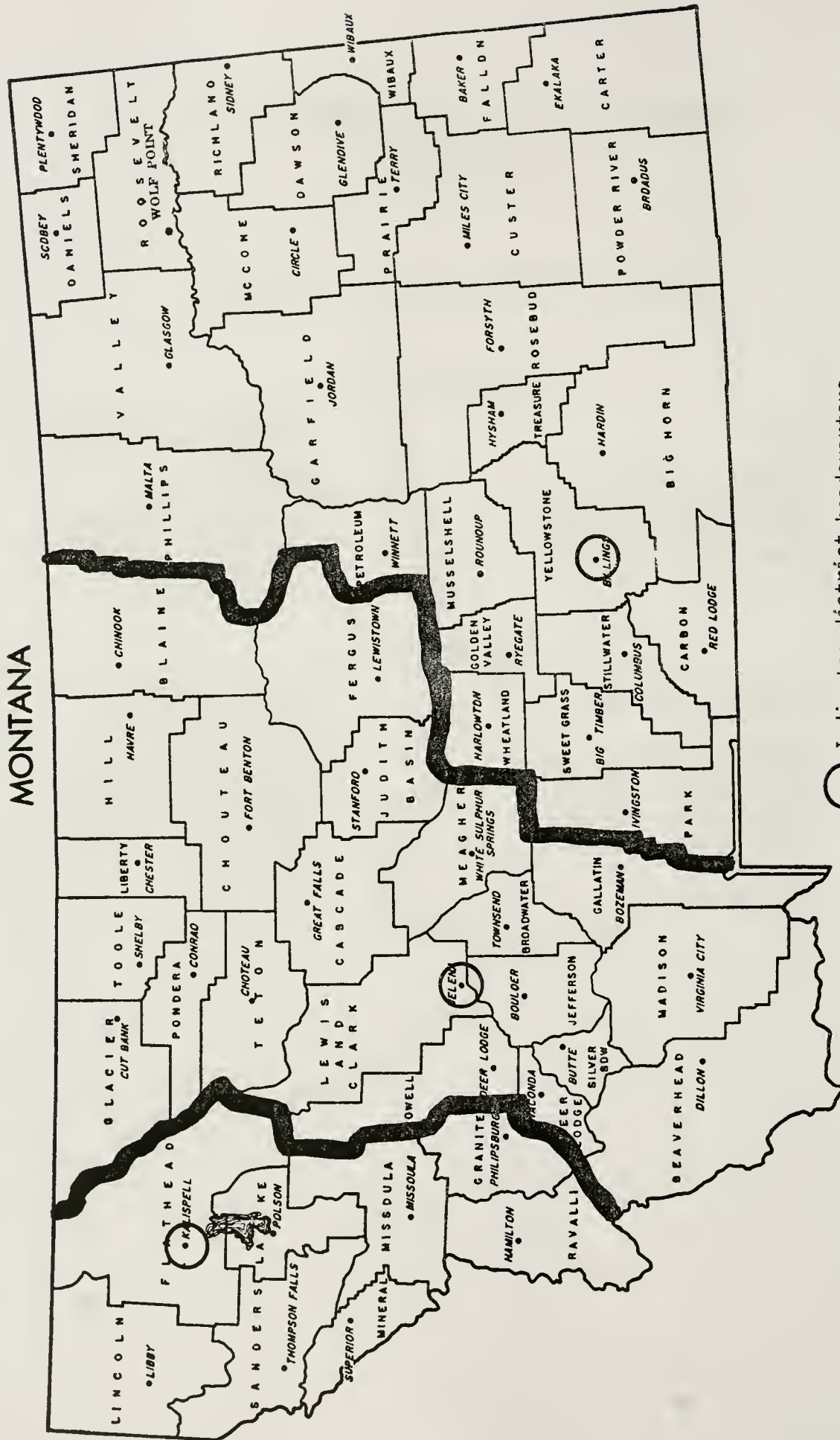
Dayton Alsaker
Branch Office Manager
Work Phone: 252-5697
State Line: 122-2294
Home Phone: 656-7022

KALISPELL DIVISION

Will Aikin
Branch Office Manager
Work Phone: 755-5521
State Line: 136-24
Home Phone: 257-4277

DEPARTMENT OF HEALTH AND
ENVIRONMENTAL SCIENCES

MONTANA



○ Indicates district headquarters.

MAINTENANCE DIVISION
DEPARTMENT OF HIGHWAYS
Highway Building
2701 Prospect Avenue
Helena, Montana 59601

24-Hour Point of Contact - Phone: None

HELENA OFFICE

ICO

Donald D. Gruel
Administrator
Work Phone: 449-2676
Home Phone: 442-0038

ALTERNATE

Art Braut
Ass't Administrator
Work Phone: 449-2676
Home Phone: 443-4183

FIELD OFFICES

BILLINGS DIVISION

Bill Woolston
Maintenance Bureau Chief
Work Phone: 252-3682
State Line: 122-2358
Home Phone: 656-3908

GLENDIVE DIVISION

Dean Knapp
Maintenance Bureau Chief
Work Phone: 365-5296
State Line: 133-315
Home Phone: 365-3413

BOZEMAN DIVISION

Richard Miller
Maintenance Bureau Chief
Work Phone: 586-9562
State Line: 126-3600
Home Phone: 587-7097

GREAT FALLS DIVISION

Ray Wiley
Maintenance Bureau Chief
Work Phone: 453-0422
State Line: 124-2
Home Phone: 452-3616

BUTTE DIVISION

Pat Kane
Maintenance Bureau Chief
Work Phone: 494-3666
State Line: 123-280
Home Phone: 792-9208

HAVRE DIVISION

John Stark
Maintenance Bureau Chief
Work Phone: 265-6821
State Line: 135-3216
Home Phone: 265-5106

MAINTENANCE DIVISION
DEPARTMENT OF HIGHWAYS
(Continued)

FIELD OFFICES

KALISPELL DIVISION

Bill Hebert
Maintenance Bureau Chief
Work Phone: 755-5717
State Line: 136-43
Home Phone: 257-2795

WOLF POINT DIVISION

Ed Johnson
Maintenance Bureau Chief
Work Phone: 653-1050
State Line: 151-1
Home Phone: 653-1606

LEWISTOWN DIVISION

Madison Miner
Maintenance Bureau Chief
Work Phone: 538-8731
State Line: 122-2103
Home Phone: 538-9063

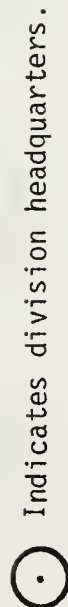
MILES CITY DIVISION

Maintenance Bureau Chief
Work Phone: 232-1093
State Line: 133-295
Home Phone:

MISSOULA DIVISION

Jay Duba
Maintenance Bureau Chief
Work Phone: 549-6491
State Line: 125-4141
Home Phone: 758-5180

MONTANA



DEPARTMENT OF AGRICULTURE
Agriculture/Livestock Building
Capitol Station
Helena, Montana 59620

24-Hour Point of Contact - Phone: None

HELENA OFFICE

ICO

Gary Gingery
Administrator - Environmental
Management Division
Work Phone: 449-2944
Home Phone: 442-7609

ALTERNATE

Oran Roy Bjornson
Administrator - Plant
Industry Division
Work Phone: 449-3730
Home Phone: 443-3278

FIELD OFFICES

BILLINGS

Marilyn Lutgen
Pesticide Specialist
Work Phone: 245-3058
State Line: 122-2932
Home Phone: 652-3871

BUTTE

Don Simmons
Agriculture Inspector
Work Phone: 792-1010
State Line:
Home Phone: 287-3064

BILLINGS

Pat Dahlin
Agriculture Inspector
Work Phone: 259-1776
State Line:
Home Phone: 248-4212

GLASGOW

Barry Beaudoin
Pesticide Specialist
Work Phone: 228-9510
State Line:
Home Phone: 228-8751

BOZEMAN

Dan Sullivan
Pesticide Specialist
Work Phone: 994-3383
State Line: 126-3383
Home Phone: 284-6437

GREAT FALLS

Warren Anderson
Agriculture Inspector
Work Phone: 452-9561
State Line: 124-37
Home Phone: 453-5815

DEPARTMENT OF AGRICULTURE
(Continued)

HAMILTON

Lloyd Belville
Agriculture Inspector
Work Phone: 363-3364
State Line:
Home Phone: 363-3364

HAVRE

Dave Quist
Pesticide specialist
Work Phone:
State Line: 135-3265
Home Phone: 372-4046

KALISPELL

Karen Robinson
Agriculture Inspector
Work Phone: 755-1483
State Line:
Home Phone: 755-1483

MISSOULA

Jeff Lassle
Pesticide Specialist
Work Phone:
State Line: 125-6338
Home Phone: 728-4558

POLSON

Clayton Scott
Agriculture Inspector
Work Phone: 883-5419
State Line:
Home Phone: 675-2082

SIDNEY

C. Carl Reynolds
Agriculture Inspector
Work Phone: 482-3611
State Line:
Home Phone: 482-2274

HIGHWAY PATROL BUREAU
DEPARTMENT OF JUSTICE
Scott Hart Building
303 Roberts
Helena, Montana 59601

24-Hour Point of Contact - Phone: None

HELENA OFFICE

ICO

Walt Miller - Captain
Administrative Officer
Work Phone: 449-3000
Home Phone: 443-1726

ALTERNATE

Mike Davis - Captain
Technical Services Officer
Work Phone: 449-3000
Home Phone: 442-3851

FIRE MARSHALL BUREAU
DEPARTMENT OF JUSTICE
1409 Helena Avenue
Helena, Montana 59601

24-Hour Point of Contact - Phone: 449-2050

HELENA OFFICE

ICO

Robert E. Kelly
State Fire Marshall
Work Phone: 449-2050
Home Phone: 442-5218

ALTERNATE

Bruce A. Houston
Deputy State Fire Marshall
Work Phone: 449-2050
Home Phone: 227-6053

FIELD OFFICES

ALL FIELD OFFICES PHONE: 449-2050

BILLINGS

Tom Selleck
Deputy Fire Marshall

GLENDIVE

Jim Leaf
Deputy Fire Marshall

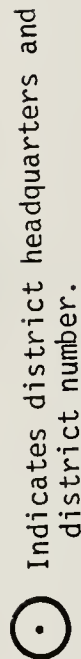
CHINOOK

Robbie Robinson
Deputy Fire Marshall

MISSOULA

Ed Churchwell
Deputy Fire Marshall

MONTANA



ECOLOGICAL SERVICES DIVISION
DEPARTMENT OF FISH, WILDLIFE AND PARKS
1420 East Sixth Avenue
Helena, Montana 59601

24-Hour Point of Contact - Phone: None

HELENA OFFICE

ICO

Ken Knudson
Pollution Control Biologist
Work Phone: 449-2601
Home Phone: 443-4227

ALTERNATE

James A. Posewitz
Division Administrator
Work Phone: 449-2603
Home Phone: 442-3426

RIGHT-OF-ENTRY AGREEMENT

I, _____, We _____, the owner(s) of the property
commonly identified as _____,
(Street or Route No.) (City or Town)
_____, State of Montana, do hereby grant and give
(County)

freely and without any coercion whatsoever, the right-of-access, entry
and use of said property located at

(City, Town) _____, (County) _____,
State of Montana, to the _____, and their agencies,
contractors, and subcontractors, thereof, for the purpose of _____
_____.

IT IS FULLY UNDERSTOOD THAT THIS RIGHT-OF-ENTRY DOES NOT CREATE ANY
OBLIGATION FOR THE GOVERNMENT TO PERFORM THE ABOVE-DESCRIBED WORK.

The undersigned releases and agrees to hold harmless the _____
_____.

and their contractors, for any damage of any type whatsoever either to
the above-described property or persons situated thereon and hereby
releases, discharges and waives any and all action, either legal or
equitable which might arise out of any use or activities on the above-
described property.

For the purpose set forth herein, I hereby set my hand this _____ day
of _____, 19____.

(Local Certification)

(Owner)

(Title)

(Owner)

(Current Telephone No.)

(Current Address)

CHAIN OF CUSTODY PROCEDURE
FIELD TO LABORATORY

To introduce samples as evidence where the sample has passed through several hands, you must account for continuous custody of the sample from the time taken to the time of analysis. You must show that the sample was properly collected, preserved and cared for until delivery to the laboratory.

This can best be accomplished if the sample collector keeps custody of his samples until they are hand delivered or sent by other means in a sealed container to the laboratory. A sample is in your custody if:

- it is in your actual physical possession; or
- it is in your view, after being in your physical possession;
or
- it was in your physical possession and you locked it in a tamper-proof container or storage area.

When you testify regarding your role in either sampling or testing, be prepared for cross examination by the defendant's attorney attempting to show that there has been a "break" in the chain of custody of the sample taken. That is, the attorney will attempt to show that (a) the sample has been confused with a sample from another source, (b) the sample was tampered with after the sampling process and before testing, or (c) we cannot account for the whereabouts of the sample for a period of time before testing, thus, the presence of pollution may be due to some unspecified occurrence while the sample was out of our custody. Most chain of custody problems can be avoided by following this procedure:

1. To the maximum extent possible, make sure as few people as possible handle the samples. Hand deliver by the sample collector is preferred if at all possible.
2. Each sample must be unmistakably identified with a label. With permanent ink pen record the following on the labels: sample identification, date and time sample taken, preservatives added (if any), sampler's initials. Sample identification is a physical description of the sampling site; for example, Blackfoot River at Flesher Road or U.S. Plywood Discharge #004.

3. Complete the Sampler's Log Sheet and Transfer Sheet. The Sampler's Log Sheet will be kept by the sample collector until all necessary information has been recorded. After completion, the sample collector will send the Sampler's Log Sheet to the laboratory where it will be filed. The Transfer Sheet will accompany the samples to the laboratory where they will be filed. If a mistake is made when filling out these sheets, do not attempt to erase. Line the mistake out, make your correction, and sign your initials.
4. If samples are to be delivered to the laboratory other than by the sample collector, it will be necessary to send the samples in a tamper-proof container. A tamper-proof container is any container that can be sealed or locked so that the enclosed samples cannot be tampered with or altered in some way. The seal number must be recorded on the Sampler's Log Sheet and Transfer Sheet. Include within the sealed container the Transfer Sheet.
5. If for some reason the sample collector does not have a tamper-proof container and wishes to transfer custody of his samples to another person, the sampler must complete the custody transfer section at the bottom of the Transfer Sheet and Sampler's Log. Have the transferee (person receiving custody) sign in the appropriate space. After doing so, the custody of the samples belongs to the transferee. It is now the transferee's responsibility to maintain custody of the transferred samples until he hand delivers them to the laboratory.
6. The time and date samples are received in the lab must be obtained by the sampler and recorded on his Sampler's Log Sheet.

Once the samples are delivered to the laboratory, it is their responsibility to properly handle and retain custody of the samples. The sample collector may be asked to testify to his collection, handling, and transport procedures. Therefore, it is imperative the sampler follows proper handling procedure and retains an accurate and complete Sampler's Log. The Log may prove invaluable in supplying essential information and evidence on samples collected months earlier.

If departments have adopted their own sampling procedures, they should be followed, if not, these procedures should be utilized.

Summary of Chain of Custody Sample Handling Procedure

1. Label each bottle.
2. Complete paperwork:
 - a. Sampler's Log Sheet
 - b. Transfer Sheet
3. Collect samples.
4. If a sealed container is to be used:
 - a. Record seal number on Transfer Sheet and Sampler's Log Sheet.
 - b. The Transfer Sheet will accompany the samples within the sealed container.
 - c. Seal the container with the metal seal.
5. If transferring custody of samples to another person:
 - a. Complete transfer sections on Transfer Sheet and Sampler's Log.
 - b. Transferree signs Transfer Sheet and Sampler's Log.
 - c. Transferree assumes custody of samples.
6. Deliver the samples to the laboratory.
7. Obtain the time and date samples were received by the laboratory.

Record this information on your Sampler's Log Sheet.
8. After completing the Sampler's Log Sheet, send it to the laboratory.

CHAIN OF CUSTODY SAMPLE HANDLING FROM THE FIELD TO LAB

SAMPLER'S LOG SHEET

(This sheet is retained by the sample collector)

- A. Sample identities (description of sampling site and number of samples collected at each site):

1. _____
2. _____
3. _____
4. _____
5. _____

- B. Date and time each sample collected:

1. _____
2. _____
3. _____
4. _____
5. _____

- C. Sampler's signature and organization: _____

- D. Signature, occupation and address of Witness to sampling (if witnessed):

- E. Means of transport to the laboratory (hand delivery by sampler, bus, mail, etc.), time and date sent: _____

- F. Seal number (if sealed): _____

- G. Transfer Section: Custody of samples transferred to another person:
YES or NO (If YES, fill out transfer information)

Signature and organization of person receiving sample custody: _____

Date and time sample custody transferred: _____; _____

- H. Name of laboratory receiving samples: _____
Date and time samples received: _____; _____

- I. Sampler's remarks:

CHAIN OF CUSTODY SAMPLE HANDLING FROM THE FIELD TO THE LAB
TRANSFER SHEET

(This sheet accompanies sample from the field to the laboratory)

- A. Sample identities (description of sampling site and number of samples collected at each site):
1. _____
2. _____
3. _____
4. _____
5. _____
- B. Date and time each sample collected:
1. _____
2. _____
3. _____
4. _____
5. _____
- C. Sampler's signature and organization: _____

- D. Signature, occupation and address of Witness to sampling (if witnessed):

- E. Means of transport to the laboratory (hand delivery by sampler, bus, mail, etc.), time and date sent: _____

- F. Seal number (if sealed): _____
- G. Transfer Section: Custody of samples transferred to another person:
YES or NO (If YES, fill out transfer information)
Signature and organization of person receiving sample custody: _____

Date and time sample custody transferred: _____; _____
- H. Signature of laboratory personnel receiving sample: _____
Name of laboratory receiving samples: _____
Date and time samples received: _____; _____
- I. Laboratory remarks as to the condition of samples and seal: _____

POST INCIDENT REPORT

A report will be submitted to the Control Agency ICO by the On-Scene Coordinator (OSC), within thirty (30) working days after termination of on-scene operations. The OSC's report should record the situation as it developed, the actions taken, the resources committed and the problems encountered. This report and the OSC's recommendations will be a source of new or revised procedures and policy.

The format of the OSC's report should be as follows:

- A. Summary of Events: This part is a chronological narrative of all events, including:
 - 1. The cause of the incident.
 - 2. The initial situation.
 - 3. The organization of the response; and
 - 4. The resources committed.

These sections may be presented separately or included in the narrative.

- B. Effectiveness of Response and Removal Actions: This part should candidly and thoroughly analyze the effectiveness of the response and removal actions taken by:
 - 1. The party(s) believed responsible for the incident.
 - 2. State and local response personnel.
 - 3. Federal agencies.
 - 4. If applicable, contractors, private groups and volunteers.
- C. Problems Encountered: This part should list any problems encountered and describe how they affected the response. Particular attention should be given to any problems of intergovernmental coordination that may have occurred.

D. Recommendations: This section should include all recommendations of the OSC. At the minimum, the following areas should be covered:

1. Means to prevent a recurrence of the incident.
2. Improvement of response actions.
3. Changes to the State Hazardous Materials Response Plan.

DOCUMENTATION OF COSTS REPORT

The On-Scene Coordinator is responsible for preparing a summary of all department costs incurred in responding to a hazardous materials incident.

While there is no absolute assurance that State response and recovery costs will be reimbursed by the responsible party or through Federal funds, the On-Scene Coordinator should immediately begin to accumulate information from all State personnel, which support or relate to costs for which reimbursement will be requested. The On-Scene Coordinator should be fully aware that these costs may have to be assumed by each individual department.

The following sample forms have been included to assist in this documentation process. Each department should reproduce the blank forms in sufficient numbers and make them available to potential On-Scene Coordinator's. A daily record must be maintained by the On-Scene Coordinator to ensure that all eligible State costs are documented. Portions of the report will have to be finalized after State resources have been demobilized and additional cost information can be obtained.

The On-Scene Coordinator is not responsible for documenting costs incurred by local government, but should remind officials of the necessity of documentation for potential cost recovery.

Page 1 of 1 Pages
Time Period: April 1 to April 3, 19 81
Location: Anywhere, Montana

The equipment number reference is the state assigned vehicle number, if any. This number is important since it may help identify horse power of the equipment, if unavailable at the incident scene.

Whenever possible, identify the HP (horse power), CY (cubic yards), vehicle weight, capacity, manufacturer's name and number, etc., which would further identify the equipment.

Flashed trailer used to haul backhoe to and from site, 3 hours each way, towed behind dump truck #30.

Type of Equipment	Equip. No. Reference	DATE				Total Hrs.	Rate	Total Cost
		Hours Used	Each Day					
Grader (105 HP)	#32	4/1	4/2	4/3		32	17.00	544.00
Loader (2 yd ³)	#6	4/1	4/2			24	15.00	360.00
Dump Truck (10cy)	#21	4/1	4/2			24	19.00	456.00
Dump Truck (10cy)	#30	4/1	4/2			24	19.00	456.00
Backhoe (3/4 yd ³)	#2	4/1	4/2	4/3		26	18.00	468.00
Flatbed Trailer	#39	4/1	4/2			6	3.00	18.00
SAMPLE								
Total							2292.00	

Total number of hours equipment was used.

The "RATE" and "TOTAL COST" columns should be left vacant and filled in from a current equipment cost listing obtained from DES.

Page 1 of 1 Pages
Time Period: April 1 to
April 3, 1981

Location: Anywere, Montana

[illegible]

Total Pay

Columns for "RATE", "TOTAL PAY" and "PAYCHECK NUMBER", should be left blank until incident is terminated and current equipment operator rates on their payroll information can be obtained from the respective departments payroll records.

Page 1 of 1 Pages
Time Period: April 1 to
April 3, 19 81

April 3, 19 81

[illegible]

"Date Paid", "Amount Paid" and "Check Number" columns should be left vacant until payment has been made.

Vendors should be requested to send billing information to the Control Agency care of the O.S.C.

FORCE ACCOUNT SUPPLY RECORD

Page 1 of 1 Page:
Time Period April 1 to
April 3, 19 8

Location: Anywhere, Montana

Vendor	Description	Quantity	Unit Price	Total Price	Date Bought	Check Number	Date Used	CHECK ONE		
								Information From	Invoice	Stock
ABC Cement & Gravel	Fill Material	600 yd ³	.70	420.00	4/1		4/1 to 4/2	XX		
Montana Department of Highways	Gravel	70 yd ³	1.50	105.00			4/1 to 4/2			XX
Smith Sporting Goods	Rubber Hip Waders	2	24.00	48.00	4/1	Cash Purchase	4/2 to 4/3	XX		
Ace Hardware	Rubber Gloves	2	4.75	9.50	4/1	Cash Purchase	4/1 to 4/3	XX		
Joe Farmer	Straw bales	40	2.00	80.00	4/1		4/1			
				Total Price	668.50					

SAMPLE

"CHECK NUMBER" column should be left blank until information on method of payment is available. If State Warrant is method of payment, enter Warrant Number.

Maintain receipts for all items purchased out-of-pocket.

I certify that the above information was transcribed from vendor invoices, stock cards or other documents which are available for audit.

Certified By: Ralph Schwartz - HES Title: On-Scene Coordinator

Page _____ of _____ Pages
Time Period: _____ to _____
_____ 19____

Location: _____

[illegible]

Page _____ of _____ Pages
Time Period: _____ to _____
_____ 19 _____

Location: _____

[illegible]

Page _____ of _____ Pages
Time Period _____ to _____
19 _____

19

Vendor	Description	Quantity	Unit Price	Total Price	Date Bought	Check Number	Date Used	CHECK ONE	
								Information From	Stock
								Invoice	
Total Price									

I certify that the above information was transcribed from vendor invoices, stock cards or other documents which are available for audit.

Certified By: _____ Title: _____

